

CITY OF MILWAUKIE

CLASSIFICATION: Deputy City Recorder

Department: Records and Information Management

Location: City Hall Management, Supervisory Confidential Group

Grade Number: 10(20) FLSA: Exempt

EEO Category: 1-Officials & Administrators

DESCRIPTION:

Provides administrative and program support to the City Recorder in the preparation of City Council agendas, minutes, actions, and ordinances, in the maintenance of official documents and records, in the administration of City elections, and in managing the activities, services, and operations of the City Recorder's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Recorder. Acts as City Recorder in his/her absence. This position works under the general supervision of the City Recorder, may act as a lead coordinator on assignments and may provide technical and functional direction to assigned staff. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of City functions and the capability of relieving the City Recorder of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Recorder in the latter's absence.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with preparation of City Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; prepares public notices for posting according to State laws; prepares Council chambers for meetings and sets up audiovisual equipment; may attend meetings; takes and prepares City Council meeting and Executive Session minutes; prepares Council packets and approved resolutions, ordinances, and meeting minutes for archiving. Publishes Council meeting information to the Web.
2. Assists in posing Council agendas, staff reports, and other official records on the City website.
3. Performs and coordinates complex records management activities, including filing, storage, data entry, indexing, tracking, and retrieval of City records in electronic records management system; assists with retaining and indexing land use related decisions and actions; assists with research and organization of files.
4. Responds to records request from the public and City staff; researches and prepares records for viewing; obtains records from various on-site and off-site locations; meets with staff or citizens; makes copies as requested and computes appropriate fees; accepts payments and enters into financial software; tracks records storage.
5. Records City documents; receives documents from other City departments, including deeds, easements and restricted covenants; ensures completeness and accuracy of documents; ensures proper records retention of documents once they are officially recorded; computes and makes appropriate payments to the County. Oversees scanning of official City documents.
6. Assists with the conduct of municipal elections.
7. Prepares reports and composes correspondence, memoranda, and other informational materials.
8. Receives and processes invoices for the City Recorder's Office; uses accounting software to maintain budget.
9. Prepares correspondence, reports, forms, and specialized documents related to the City Recorder's office, City Council and City manager from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, and corrects English usage, including grammar, punctuation and spelling.

10. Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills using a variety of computer programs.
11. Operates standard office equipment.
12. Notarizes documents.
13. Coordinates and processes agenda packets for Council meetings. Issues public notices. Attends and records Council proceedings in the City Recorder's absence. Publishes Council meeting information to the Web.
14. Serves as lead worker. Trains others in operating procedures and basic software use. Provides input and participates in recruitment, interviewing and hiring of new employees. Reviews staff work and provides input into performance evaluations.
15. Participates in operational processes including procedure development and implementation.
16. Provides excellence in internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
17. Participates in the City Emergency Management program including classes, training sessions and emergency events.
18. Is assigned to certain public meetings outside normal working hours.
19. Makes travel and meeting arrangements as required.
20. Attends seminars and workshops to keep current and up-to-date on City Recorder responsibilities.
21. Maintains positive public relations with customers and is responsive to customer needs.
22. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
23. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) High school diploma or general education degree (GED) is required. Associates degree preferable; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Four (4) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of principles, practices and procedures related to public agency record keeping, municipal elections and the City Recorder function.
- ii) Knowledge of basic activities and functions of City government and City Council.
- iii) Knowledge of State records and meeting laws and all other applicable Federal, State, and local laws, codes and regulations.
- iv) Knowledge of business letter writing and standard format for reports and correspondence, business arithmetic and basic statistical techniques, record keeping principles and procedures, modern office practices, methods and computer equipment, computer applications related to work.
- v) Knowledge and ability to use accepted practices and procedures relating to records management, work processing, office automation and filing systems.
- vi) Knowledge and ability to implement and use comprehensive records information system programs.
- vii) Knowledge of business grammar standards.
- viii) Skill to effectively motivate staff.

- ix) Ability to operate standard office equipment including, multi-line phones, computers, copiers, fax machines and two way radios.
- x) Ability to create documents in Word, Excel, Access and other job specific operating systems.
- xi) Ability to gather and analyze information and determine appropriate action.
- xii) Ability to maintain filing and record keeping system.
- xiii) Ability to manage projects and prioritize multiple assignments under tight timelines.
- xiv) Ability to prepare complex reports, correspondence, and records.
- xv) Ability to learn, apply and explain in detail the City and departmental policies and procedures.
- xvi) Ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- xvii) Ability to greet the public, respond to inquiries and communicate effectively both in person and via the telephone.
- xviii) Ability to prepare and analyze comprehensive and technical reports.
- xviii) Ability to effectively communicate.
- xx) Ability to manage multiple projects often within tight timeframes.
- xxi) Ability to establish and maintain effective working relationships.
- xxii) Ability to work as a team member to cultivate a team climate and maintain effective working relationships.
- xxiii) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Certification as a Municipal Recorder, Records Manager or Municipal Clerk preferred at time of hire and required within three years of hire.
- b) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- c) Must possess or be able to obtain designation as a Notary Public in the State of Oregon at time of appointment or within six months of hire.
- d) Must be able to pass the department's security clearance standards including review of driving record.

4. Tools and Equipment Used:

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones and specific operating programs for respective area.

5. Supervision:

- a) May direct and oversee the work of temporary employees or provide project lead direction to regular status staff.
- b) Operates under the general direction and supervision of the City Recorder.

6. Communications:

- a) Has frequent contact with staff, vendors, members of other government entities, citizens, professional service firms, media, and elected officials.
- b) The communications are often complex and may be confidential.

7. Cognitive Functions:

- a) Work is performed fairly independently with oversight and direction available.
- b) Policies and procedures governing positions are defined but latitude is allowed.
- c) Problems are of moderate difficulty but precedent is often available.

8. Work Environment:

- a) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- b.) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- c) Work is performed mostly in office setting.
- d) Some evening meetings may be required.
- e) The employee must occasionally lift and/or move up to 25 pounds such as boxes of paper etc.

9. Resource Accountability:

- a) Person may handle moderate levels of resources and/or cash transactions however has limited influence over them.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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